

RECORDS RETENTION SCHEDULE

Key # 28894

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 344 N. 7th Street, Sacramento, CA 95811

A CalRIM Consultant may be reached by phone at (916) 322-1729, by fax at (916) 322-1014

(1) DEPARTMENT, BOARD OR COMMISSION California Coastal Commission		(2) AGENCY BILLING CODE 10500		(3) PAGE 1 OF 54 PAGES	
(4) DIVISION/ BRANCH/ SECTION		(5) ADDRESS 45 Fremont Street, Suite 2000, San Francisco, CA 94105-2219			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER REC 2001	(14) APPROVAL NUMBER 02-203	(15) APPROVAL DATE (S) May 28, 2002	(16) PAGE NUMBER(S) REVISED 44
(17) MISSION/FUNCTIONAL STATEMENT The mission of the California Coastal Commission is to: Protect, conserve, restore, and enhance environmental and human-based resources of the California coast and ocean for environmentally sustainable and prudent use by current and future generations.					
PART I - AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Cynthia Dwyer</i>		(19) TITLE Deputy Director for Information Technology and Water Quality		(20) PHONE NUMBER (415) 904-5265	(21) DATE SIGNED 9/30/09
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Patricia Beck</i>		(23) CLASSIFICATION Staff Services Manager II	(24) NAME (Printed or Typed) Patricia Beck	(25) PHONE NUMBER (415) 904-9446	(26) DATE SIGNED 9/30/09
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT <i>Janice C. Amely</i>		(28) APPROVAL NUMBER 09-1831		(29) DATE SIGNED 10/5/2009	(30) EXPIRATION DATE 10/5/2014
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)				FOR ARCHIVES' STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney T. Bailey</i>		(34) DATE SIGNED Oct. 26, 2009			

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09-183											
ITEM NO.	CUBIC FEET*	CA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORD (Double spaces between items)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)			(43)	(44)	(45)	(46)		(48)
			<u>ALL – STATEWIDE ELECTRONIC</u>								
All-1			<u>Electronic Documents</u> : Electronic documents, including written documents and photographs, maps or other such representations, shall be handled according to the applicable retention category set forth in this schedule for the corresponding type of paper document.								Electronic documents constituting records shall not be retained in the electronic format where such records are retained in a paper format. Non-records, including materials circulated or compiled for general reference, working drafts, and informal staff notes, will not be subject to retention.
All-2			<u>Electronic Mail</u> <u>E-mail</u> : E-mail records that have official records status shall be handled according to the applicable retention category set forth in this schedule for the corresponding type of paper documents. Email that is transitory in nature must be purged on a regular basis to delete all mail that has served its purpose.								Electronic mail constituting records shall not be retained in the electronic format where such records are retained in a paper format. Non records, including materials circulated or compiled for general reference, working drafts, and informal staff notes, will not be subject to retention.
			<u>ACCESS PROGRAM</u>								
XS-1	8	NOTIFY ARCHIVES	<u>Acquisition</u> : Files documenting access Acquisition priorities adopted by the Commission after public hearings.	P		2		23	25		Files contain policy statements and materials useful in background research and with regard to future related actions by Commission. Retention authority – Deputy Director.

*Provide total of office and departmental

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(37) XS-3	(38) 15	(39) NOTIFY ARCHIVES	(40) Background files used as reference in preparation of Coastal Access and Coastal Resources Guides. These are books authored by the agency and published commercially.	P		10		10	20		Material includes technical reports, brochures, articles, and correspondence concerning coastal resources, as well as field notes on coastal access ways. Retention until next edition of <u>Access or Resource Guide</u> .
XS-4	2	NOTIFY ARCHIVES	All items from California Coastal Access Guide: Records contain original artwork, text, lists of page placement, map sizes, black and white 35 mm negatives (5,400 negatives), black & white prints 8"x10" (1091 prints), line drawings (100 drawings), negatives of drawings, maps-original art w/ overlays and film.	P/F /N		100			100		Files contain book reviews of guide, folded copies of promotional posters. Negatives filed and labeled with location, county, photographer, date, some negatives of historic photos. Prints labeled: location, date, and photographer. Original art-ink on paper. Hand made maps
XS-5	3.5	NOTIFY ARCHIVES	All items from California Coastal Resource Guide: Records contain original art work, text, list of site order for map and photo placement, black & white 35 mm negatives (10,548), black & white 8"x10" prints (1,039), line drawings, negatives of line drawings, maps-original art.	P/F /N		100			100		Files contain negatives filed and labeled with location, county, date, photographer, some negatives of historic photos. Prints labeled w/ location, county, date, photographer. Original art-ink on paper. Contact negs-full size of drawing. Hand made maps.
XS-6	1	NOTIFY ARCHIVES	Regional Guide Vol. 1 Experience the California Coast, Beaches and Parks in Northern California	F		100			100		Files include slides labeled, dated, filed North to South by county, photographer noted.

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			35 mm slides (2,400 slides)								
XS-7	1	NOTIFY ARCHIVES	Regional Guide Vol. 2 <u>Beaches and Parks from Monterey to Ventura</u> 35 mm slides (1,300 slides)	F		100			100		Files include slides labeled, dated, filed North to South by county, photographer noted.
XS-8	1	NOTIFY ARCHIVES	Regional Guide Vol. 3 <u>Beaches and Parks in Southern California</u> 35 mm slides (2,520 slides)	F		100			100		Files include slides labeled, dated, filed North to South by county, photographer noted.
XS-9	6	NOTIFY ARCHIVES	<u>Prescriptive Rights Cases</u> : Files contain background and analysis of various prescriptive rights cases.	P		100			100		Potential legal cases. <u>Confidential ongoing cases</u> . Public Resources Code Section 30211 Retention authority: Access Program Manager
XS-10	2	NOTIFY ARCHIVES	(PAIS) Access Inventory Database background files <i>Permit Appeals Tracking System</i>	P		5			5		Paperwork supporting PAIS data sheets. Destruction: non-confidential recycle.
			<u>ADMINISTRATION</u> <u>ACCOUNTING</u>								
AA-1	47		Accounting – Annual Year End Statements, Calstars Report (Final Fiscal Year Reports)	P & C		3	14		17		Retention decision: Accounting Administrator. Federal Grant requires 5 yrs. retention period. Destruction: non-confidential recycle.
AA-2	32		Accounting – Calstars Report (Daily, Monthly, SCO Reconciliation), SCO Journal Entries	C		3	3		6		Retention decision: Accounting Administrator. Federal grant requires 5 yrs. retention period. Destruction: non-confidential recycle.

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AA-3	13		Accounting—Contract, Reimbursement & Federal Grant Files	P		3	6		9		Retention decision: Accounting Administrator. Federal grant requires 5 yrs. retention period. Destruction: non-confidential recycle.
AA-4	43.5		Accounting: Claim Schedule Files, Deposit Collection Reports, Remittance Advices	P		3	3		6		Retention decision: Accounting Administrator. Federal grant requires 5 yrs. retention period. Destruction: non-confidential recycle.
AA-5	6		Accounting—Calstars Report (Labor Distribution & Timesheet Activity Reports)	C		3	3		6	XI	Retention decision: Accounting Administrator. Destruction: Confidential Government Code 6254 et. Seq. & California Code 1798 et. seq.
AA-6	12		Accounting – Claim Schedule Files (TECs), Transit Program Applications & Certifications	P		3	3		6	XI	Retention decision: Accounting Administrator. Destruction: Confidential Government Code 6254 et. Seq. & California Code 1798 et. seq.
			<u>ADMINISTRATION BUSINESS SERVICES</u>								
ABS-1	21		Business Services- <u>Contracts</u> files include agreement and amendments, correspondence and invoices. Bid files include solicitation documents and responses.	P		3	2	2	7		Retention decision: Budget Officer. Federal grant requires 5 yrs. retention period. Destruction: non-confidential, waste-paper, recycle.
ABS-2	18		Business Services- <u>Purchase documents</u> -subpurchase Orders Delegation and Contract Orders Purchase Estimates	P		3	2		5		Retention decision: Chief Administration Officer. Federal 506-Coastal Zone Management grant requires 5 yrs. retention period. Destruction: non-confidential, wastepaper, recycle.

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ABS-3	2		Business Services— <u>Chronological File</u> , Correspondence from Business Services Staff	P		3	1		4		Retention decision: Business Services Officer. Material to be destroyed is non-confidential, wastepaper, recycle.
ABS-4	5		Business Services— <u>Office lease files</u> . Files containing documents, correspondence, pertaining to all Commission office space.	P		3	4		7		Retention decision: Administration Officer. Destruction: non-confidential wastepaper, recycle
ABS-5	16		Business Services— <u>Subject</u> (Telecommunications, Travel, Vehicles, Equipment, EDP acquisition)	P		3	2		5		Retention decision: Business Services Officer. Material to be destroyed is non-confidential, wastepaper, recycle.
			<u>ADMINISTRATION BUDGET</u>								
AB-1	13		<u>Budget</u> —Budget change proposal and supporting reports, correspondence, etc.	P		3	7		10		Retention decision: Budget Officer. Destruction: non-confidential, wastepaper, recycle.
			<u>ADMINISTRATION HUMAN RESOURCE SERVICES</u>								
AHR-1	36		Personnel—Official personnel file for each employee	P		3	7		10	XI	Criterion: Personnel Officer. Destruction: Confidential Gov. Code 6254 (c) et seq. & Cal Code 1798 et seq 10 year retention period applies to Commissioners and used for all employee files for convenience. 30 yrs. retention period for certain employees per SAM 2590 (Item A2-2)
AHR-2	18		Personnel Testing: Booklets notices of test, applications, rules, panel card, test certificate	P		2	1		3	XI	Retention decision: Personnel Officer, Destruction: confidential material (Gov. code 18934) to be shredded.

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AHR-3	13		Personnel Payroll: Warrant request, attendance reports, absence requests, NDI	P		4			4	XI	Criterion: Personnel Officer, Destruction: Confidential Gov. Code 6254(c) et seq. & Cal Code 1798 et seq.
AHR-4	4		Economic Interests-Form 700	P		1	3		4		Retention decision: Personnel Officer, Destruction: Non-confidential wastepaper, recycle.
			<u>ADMINISTRATIVE SUPPORT</u>								
AS-1	4	NOTIFY ARCHIVES	Agendas-Of Commission Meetings * original	P		100			100		Keep for long-term statistical reports and as required by Chief Counsel. Paper copies may be destroyed / recycled as soon as they are microfilmed. Since 1995 agendas are now on Commission website. Since November 2005, Commission staff reports are now online along with Commission agendas. Agendas prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
AS-2	35	NOTIFY ARCHIVES	Minutes-Of Commission Meetings. The minutes provide a summary of the meetings, and have been designated as the "official" record of the proceeding. * original	P		1	99		100		One copy is required to be kept by Chief Counsel. We keep +/- 2 c.u. feet of extra copies of recent minutes on hand to fill request from the public. Minutes prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.

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ITEM NO.	CUBIC FEET*	CA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORD (Double spaces between items)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
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AS-3	315	NOTIFY ARCHIVES	Packets-Copies of all materials that were distributed to the Commission for a particular meeting. A typical packet contains: staff reports, correspondence relating to agenda items, and information about upcoming or non-agenda matters of interest to the Commission. <i>* original</i>	P			100		100		Used in preparation of Administrative Records and for historical research legal & procedural history on Commission actions. If usage warrants, packets may be microfilmed. Retention decision by Chief Counsel. Meeting packets prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
AS-4	66	NOTIFY ARCHIVES	Meeting Tapes/DVDs- Commission Meetings on cassette tapes/dvd <i>* original</i>	M D V D		5		20	25		Retention period determined by Chief Deputy Director. Tapes will be rerecorded after 20 years to preserve quality. Since 2007 the Commission hearings are stored on DVD computer use media. Tapes prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
AS-9	19		<u>Transcripts</u> -Certified transcripts of parts of Commission Meetings	P			100		100		Retention decision by Chief Counsel. Information is the same as AS-4. Copies of transcripts to be retained in permit, enforcement, LCP, and appeal files.
			<u>CENTRAL COAST - SANTA CRUZ</u>								
CC-1	2400	NOTIFY ARCHIVES	<u>Permits & Appeals</u> -A file for each project proposed in the coastal zone (including projects appealed from the local gov't level). These files include: application forms, appeal forms (if appealed), staff	P		5		95	100		Retention period to be decided by Deputy Director. Generally permit conditions are effective for 21 years, but they may be amended at any time even beyond 25 years and enforcement questions may arise at any time. Files are re-activated

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			reports, correspondence, plans, photos and/or slides, and technical reports (such as geology reports).								by amendment. The Commission has adopted a 75-yr "economic lifespan" for projects in its jurisdiction, but some projects (such as subdivisions) have indefinite lifespans.
CC-1.5	300	NOTIFY ARCHIVES	Post-Cert. Permits-A file for each coastal permit processed by the local government after transfer of permit authority pursuant to certification of the LCP. Files contain notices from the local government of pending projects, copies of staff reports, and environmental docs. The appealable projects are separated from the non-appealable. When the local government sends a notice of final action, the appealable files are put on a "roster" of pending appeals, if appealed, copies of the postcert file are included in the appeal file above (item CC-1).	P		5		95	100		Retention decision by Deputy Director. These are Coastal Permits and subject to later amendment at any time. Their main use will be to analyze the implementation of the LCP during periodic reviews.
CC-2	650	NOTIFY ARCHIVES	LCPs-Correspondence, environmental documents, maps, data, photos, special studies and Comm. staff reports.	P		1	5	94	100		Legislation requires Comm. Review of each LCP every 5 years. Because the agency has lacked resources to implement LCP review program for all jurisdictions these records should be retained for future program review and policy evaluation. Retention decision by Deputy Director.
CC-5	16		<u>Federal Consistency</u> -Part of EN-3	P		2		98	100		Retention decision by Energy Division Manager.

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LCP = Local Coastal Plan

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CC-6	10		<u>Administrative-Permit fees</u>	P		1	4 (SF)		5		Retention decision by Deputy Director.
CC-7	25	NOTIFY ARCHIVES	<u>Agendas & Minutes of Reg'l Commission</u> -Prior to July 1, 1981 there was an independent Central Coast Regional Commission. These are the agendas & official minutes of that Commission.	P		100			100		Keep for long-term statistical reports and as required by Chief Counsel. Paper copies may be destroyed / recycled as soon as they are microfilmed. Since 1995 agendas are now on Commission website. Since November 2005, Commission staff reports are now online along with Commission agendas. One copy is required to be kept by Chief Counsel. We keep +/- 2 c.u. feet of extra copies of recent minutes on hand to fill request from the public. Agendas and minutes prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
CC-8	80	NOTIFY ARCHIVES	<u>Packets</u> -Copies of all materials distributed to the Regional Commission (Prior to July 81) and State Commission (since July '81) for a particular meeting-including years up to 1999.	P		5		95	100		Used in preparation of Administrative Records and for historical research legal & procedural history on Commission actions. If usage warrants, packets may be microfilmed. Retention decision by Chief Counsel. Meeting packets prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
CC-9	20		<u>Meeting Tapes</u> -See item AS-4	M		5		20	25		Retention period determined by Chief Deputy Director. Tapes will be rerecorded after 20 years to preserve

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											quality. Since 2007 the Commission hearings are stored on DVD computer use media. Any meeting tapes prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
CC-10	40	NOTIFY ARCHIVES	<u>Correspondence</u> -Copies of correspondence to and from the Central Coast staff.	P		5		5	10		Retention decision by District Director. Material is non-confidential and should be recycled.
CC-11	35		<u>Subject Library</u> -A combination of books & file folders of general reference material, organized by topic.	P		active			active		Retention decision by District Director. Contents of this library are reviewed each July (or thereafter) during the process of planning new acquisitions.
CC-12	70		<u>Caltrans</u> -Permits, CHMP	P		100			100		Retention decision by Statewide Development & Transportation Liaison
			<u>ENERGY, OCEAN RESOURCES, and FEDERAL CONSISTENCY</u>								
EN-1	7	NOTIFY ARCHIVES	<u>Chron.</u> -Correspondence from Energy Division staff	P		1	9		10		Retention decision by Energy Division Manager. Destruction: Material is non-confidential wastepaper, and should be destroyed.
EN-2	72	NOTIFY ARCHIVES	<u>Subject</u> -Correspondence & reference material on a single topic.	P		1			10		All this material is currently in use. Files are reviewed each year (as soon as practical after Jan. 1) and material that is no longer being used is discarded.
EN-3	300	NOTIFY ARCHIVES	<u>Federal Consistency</u> -These are individual "case" files for projects	P		5	95		100		Retention decision by Energy Division Manager.

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			and activities that the Comm. Regulates under the Fed. Coastal Zone Act								
EN-4	319	NOTIFY ARCHIVES	Energy Permits-Individual case files for projects, including application, staff report, & supporting documents.	P		5	95		100		Retention period to be decided by Deputy Director. Generally permit conditions are effective for 21 years, but they may be amended at any time even beyond 25 years. Files are re-activated by amendment. The Commission has adopted a 75-yr "economic lifespan" for projects in its jurisdiction, but some projects (such as subdivisions) have indefinite lifespans.
EN-5	62	NOTIFY ARCHIVES	Energy Appeals-SI: Individual case files, including appeal form, staff reports, and supporting documents. The SI designation (Substantial Issue) means that the Commission asserted jurisdiction over the project.	P		5	95		100		Retention decision by Energy Division Mgr. Destruction: Material is non-confidential wastepaper, and should be recycled.
EN-6	2		Energy Appeals-NSI: Same as the category above except that the NSI (No Substantial Issue) means that the Commission upheld the local government.	P		5		20	25		Retention decision by Energy Division Mgr. Destruction: Material is non-confidential wastepaper, and should be recycled.
EN-7	1	NOTIFY ARCHIVES	Power Plant siting: File includes correspondence, staff reports, maps, supporting documents, adopted conclusion and findings. The law requires the Commission to study the entire coast and designate areas where new power plants or expansion of existing power plants cannot be	P		5	95		100		Retention decision by Energy Division Manager. Statute requires the study to be updated every 2 years. Materials that are no longer needed are non-confidential wastepaper, and should be recycled.

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			sited.								
EN-8	27		Lease sales-All information about a particular lease sale, including notice of proposed Fed. Action, environmental documents, correspondence, staff reports, and adopted Commission action.	P		1	99		100		Retention decision by Energy Division Manager. Material is currently in use in ongoing litigation.
EN-10	4	NOTIFY ARCHIVES	LNG-A study of possible sites for a Liquefied Natural Gas terminal on the coast. File contains technical data, geologic reports on specific sites, transcripts of public hearings, correspondence, maps, etc.	P				100	100		Required by the legislature (Pub. Utilities Code Sec. 5550 et. seq.), the final report was completed in May 1978. The findings and conditions in the report, and supported by the file, remain in effect until the first LNG terminal is built in CA. Retention decision by Energy Division Manager.
EN-12	100	NOTIFY ARCHIVES	Oil Spill Program Files-Oil spill case files, spill contingency plans, staff reports, harbor safety committee and oil spill area committee meeting materials and notes.	P		5	20		25		Retention decision by Energy Division Manager. Destruction: Material is non-confidential wastepaper, and should be recycled.
EN-13	35		Monthly Energy Meeting Packets-Copies of each staff report and hearing notice for Energy & Ocean Resources Unit (kept by month).	P		5		20	25		Retention decision by Energy Division Manager. Destruction: Material is non-confidential wastepaper, and should be recycled.
EN-14	13		Staff Report Binders-A copy of each staff report (kept by year) prepared by Energy & Ocean Resources Unit.	P		100			100		Retention decision by Energy Division Manager. Destruction: Material is non-confidential wastepaper, and should be recycled.

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RECORDS RETENTION SCHEDULE
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ITEM NO.	CUBIC FEET*	CA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORD (Double spaces between items)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)			(43)	(44)	(45)	(46)		(48)
EN-15	8		LCP Amendments-Individual case files on the review of amended Energy Elements of LCPs, includes: proposed amendment, staff reports, supporting materials.	P		5	95		100		Retention decision by Energy Division Manager. Destruction: Material is non-confidential wastepaper, and should be recycled.
EN-16	10	NOTIFY ARCHIVES	Power Plant Certifications-Individual case files on the Commission's evaluation of power plant projects in coastal zone. Includes: application for power plant certification, documentation from California Energy Commission, and report under Coastal Act § 30413 on power plant conformity with Coastal Act policies.	P		5	95		100		Retention decision by Energy Division Manager. Destruction: Material is non-confidential wastepaper, and should be recycled.
EN-17	20		Oil Spill Contingency Plans-for permits / federal consistency approvals.	P		5	95		100		Retention decision by Oil Spill Program Supervisor or Energy Division Manager.
EN-18	11	NOTIFY ARCHIVES	Hearing Tapes-Hearing Tapes for Energy and Ocean Resources unit.	M		5		20	25		Retention decision by Energy Division Manager.
			ENFORCEMENT								
ENF-1	130		Violations-Open at district. Individual case files on enforcement actions and investigation of potential violations.	P		active			active	X	Confidential (Records are stored in district offices but overseen by Enforcement.) Pending cases are referred to headquarters for further action or are closed.

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RECORDS RETENTION SCHEDULE
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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
											Gov. Code 6254 (f)
ENF-2	116		Violations-Open at headquarters. Individual case files on possible enforcement actions and investigation of potential violations.	P		active			active	X	Confidential Cases enforced through formal action or litigation or are closed when resolved or when future enforcement is unwarranted. Retention decision by supervising legal counsel. Gov. Code 6254 (f)
ENF-3	129		Violations-Closed at district. Individual case files on possible enforcement actions and investigation of potential violations.	P			3	97	100	X	Confidential (Records are stored in district offices but overseen by Enforcement.) Resolved but retain records permanently due to problem with repeat violators. The Chief of Enforcement recommends retaining "closed" files permanently. The Chief Counsel may waive the confidential status part of these files. Gov. Code 6254 (f)
ENF-4	30		Violations-Closed at headquarters. Individual case files on potential enforcement actions and investigations.	P			3	97	100	X	Confidential Resolved but retain records permanently due to problem with repeat violators. The Chief of Enforcement recommends retaining "closed" files permanently. The Chief Counsel may waive the confidential status part of these files. Gov. Code 6254 (f)

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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
ENF-5	88		Subject and working files-district	P		active			active	X	Confidential (Records are stored in district offices but overseen by Enforcement.) Attorney-client privilege Gov. Code 6254 (f)
ENF-6	10		Subject and working files-headquarters	P		active			active	X	Confidential Attorney-client privilege Gov. Code 6254 (f)
			<u>EXECUTIVE</u>								
EX-1	15	NOTIFY ARCHIVES	<u>Chron.</u> -Correspondence from Exec. Director & Chief Deputy Director and indexes of correspondence.	P		1	9	10	10		Retention decision in Chief Counsel. These files are an alternative for materials in other files. Material to be destroyed is non-confidential wastepaper, and should be recycled.
EX-2	106	NOTIFY ARCHIVES	<u>Subject</u> -Correspondence to & from Exec. Director & Chief Deputy Director arranged by topic.	P		1	4	30	35		Material to be destroyed is non-confidential wastepaper, and should be recycled.
EX-3	6	NOTIFY ARCHIVES	<u>Legislation</u> -A file is created for each bill in the current legislative session, if it affects the Commission. A typical file contains copies of each revision of the bill, bill analysis, and correspondence.	P		2			2		At the beginning of each legislative year 3-year-old files are destroyed. Retention decision by Chief Deputy Director. Material to be destroyed is non-confidential wastepaper, and should be recycled.
EX-4	112	NOTIFY ARCHIVES	<u>Legislative History</u> -Drafts of bills, correspondence, testimony during passage of Coastal Act of '76.	P		5	95		100		These are irreplaceable files for tracing the enabling legislation of the agency. Since legislative year 1993-1994

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RECORDS RETENTION SCHEDULE
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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
											legislative bills and analysis can be found on the CA legislature website.
EX-5	15		<u>Roll Call Votes</u> -Copies of all Commissioner votes	P		5	95		100		Retention division by Chief Deputy Director based on relationship to permit files.
			<u>FEDERAL PROGRAMS</u>								
F-1	36	NOTIFY ARCHIVES	<u>The Program</u> -Legal docs. on program approval, National Interest, "Program Eval.", program changes and amendments. Docs. describe how the CCC carries out the Federal Coastal Zone Mgmt. Act.	P		5	95		100		Retention decision by Chief Deputy Director. Official documents to be microfilmed, and paper copies destroyed or recycled.
F-2	11		<u>Subject</u> -Correspondence to & from Fed. Agencies & the public regarding: Federal Consistency, interstate coordination, revenue sharing.	P		5	5	5	10		Retention decision by Chief Deputy Director. Destruction: material is non-confidential wastepaper, and should be recycled.
F-3	49		<u>Grants</u> -Docs. awarding specific grants (to this agency) applications and supporting correspondence	P		1	9		10		Retention decision by Chief Deputy Director. Destruction material is non-confidential wastepaper and should be recycled.
F-4	5	NOTIFY ARCHIVES	<u>Coastal Impact Assistance Program</u> (CIAP)-Grant application, supporting correspondence & reports, for grant to this agency from the Federal government. Yearly evaluation of the State program by Federal agency.	P			5		5		Retention decision by Chief Deputy Director. Destruction: material is non-confidential wastepaper, and should be recycled. This was formerly referred to as the Coastal Energy Impact Program (CEIP).

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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
F-5	17		<u>CIAP Project Files</u> -Individual files on each application for a subgrant. The Commission makes subgrants to local gov't's & State agencies in order to carry out the Federal Coastal Energy Impact Program (CEIP).	P				3	3		Retention decision by Grants Manager. Destruction material is non-confidential. No current files because program not funded in current year. This was formerly referred to as the Coastal Energy Impact Program (CEIP).
F-6	3		<u>CIAP Subject Files</u> -Files arranged by topic, covering such topics as: allotments, policies, technical papers	P				3	3		Retention decision by Grants Manager. Destruction: material is non-confidential wastepaper and should be recycled. This was formerly referred to as the Coastal Energy Impact Program (CEIP).
F-7	3	NOTIFY ARCHIVES	<u>Tijuana Estuarine Sanctuary Program</u> -This program funds managements & acquisitions of a wetland area on the Mexican border. The files include grant awards, applications, related correspondence & reports, and program evaluation by the Federal gov't.	P		2		8	10		Retention decision by Grants Manager. Destruction: material is non-confidential wastepaper and should be recycled.
			<u>INFORMATION TECHNOLOGY - C.R.I.C. / LIBRARY</u>								
CL-1	570	NOTIFY ARCHIVES	<u>Coastal Resources Information Center</u> -Reports, environmental documents and other paper materials which are supporting documents to permits & appeals activities. Includes former AS-6 "Library"				100		100		Most materials are permanent reference material. Retention decision by Deputy Director for Information Technology.

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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
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			<u>INFORMATION TECHNOLOGY (DATA PROCESSING)</u>								
IT-1	4	NOTIFY ARCHIVES	PAIS LOGS*-Logs of information received for entry into computerized permit & Appeal Data system Permit Appeals. <i>Permit Appeals Tracking System</i>	P		1		10	11		Once this data has been entered in a computer and reliable copies of data are stored on and off-site, the files can be deleted. Material is confidential and can be recycled. Files may be kept past 11 years if computer system is not implemented.
IT-2	9	NOTIFY ARCHIVES	PAIS Data-Printouts of data from PAIS system.	C		1		10	11		Same as DP-1. Retention authority: Deputy Director.
IT-3	11	NOTIFY ARCHIVES	PAIS Source Documents-Original data-entry sheets for each Project submitted to the Commission.	P		1		10	11		Same as DP-1. Retention authority: Deputy Director
IT-4	16		PAIS Programmer's Notes	P		1		10	11		After the data in DP-1, DP-2, DP-3 has been entered into a computer reliable backup copies of the data stored on and off site, these files are to be destroyed. Material is non-confidential and should be recycled. Retention authority: Deputy Director
* PAIS = <u>Permit and Appeal Information System</u> , a computerized information system containing information on all regulatory actions of the Commission. This activity was halted due to budget reduction in 1983. A new PC-Network based permit tracking database was started in 1999 and this material is waiting to be incorporated into it.											
IT-5	.25		<u>Feasibility Study Reports- Approved</u>	P		4			4		Destroy four (4) years after approved PIER.

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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
IT-6	.25		<u>Feasibility Study Reports-Disapproved</u>	P		1			1		Destroy one (1) year after disapproval of FSR.
IT-7	.25		<u>Requirements Analysis Documentation-Approved</u>	P		4			4		Destroy four (4) years after approved PIER, or audit.
IT-8	.25		<u>Requirements Analysis Documentation-Disapproved</u>	P		1			1		Destroy one (1) year after disapproval of FSR.
IT-9	.25		<u>Requests for Proposals (RFP)</u>	P		4			4		Destroy four (4) years after approved PIER, IT Program will modify.
IT-10	.25		<u>Requests for Information (RFI)</u>	P		4			4		Destroy after four (4) years or after development of an RFP, whichever is later.
IT-11	.25		<u>Systems Documentation</u>	P		1			1		Destroy one (1) year after the system is no longer operational or following an audit.
IT-12	.25		<u>Program Source Code</u>	P		2			2		Destroy two (2) years after the system is no longer operational or following an audit.
IT-13	.25		<u>Programmer Documentation</u>	P		1			1		Destroy one (1) year after the system is no longer operational.
IT-14	.25		<u>User Documentation and Training Materials</u>	P		1			1		Destroy one (1) year after system is no longer operational.
IT-15	.25		<u>Post Implementation Evaluation Reports (PIER)-Approved</u>	P		2			2		Destroy two (2) years after system is no longer operational or following an audit, whichever is later.
IT-16	.25		<u>Information Technology Asset Audit (Inventories)</u>	P		4			4		Destroy four (4) years after the fiscal year of the audit, the audit is superceded by another audit, the asset is no longer

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STD 73 (REV 5/2002)
RECORDS RETENTION SCHEDULE
STATE RECORDS PROGRAM

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
											operational, has been disposed of, or is no longer owned by the agency, whichever is later. Retention Authority-Chief Information Officer.
			<u>LEGAL</u>								
LE-1	15		<u>Chron.</u> -Correspondence from members in legal staff, in chronological order.	P		1	9		10		This material is non-confidential paper, and should be recycled after 10 years.
LE-2	55	NOTIFY ARCHIVES	<u>Subject</u> -Correspondence to and from legal staff and reference material arranged by topic.	P			100		100		These files are all currently being used. Files are reviewed each year, as soon as practical after Jan. 1. Obsolete files are discarded. The series grows by 10 cu. ft./yr. Retention decision by Chief Counsel.
LE-3	38	NOTIFY ARCHIVES	<u>Regulations</u> -The files are arranged by each section of the Commissions Regs. A typical file contains copies of each revision of the section, legal analysis, and correspondence.	P		4	96		100		Retention is required by law.
LE-4	96		<u>Litigation Correspondence</u> -A file is set up for each case in which the Commission is a party or an "amicus." A typical file contains correspondence to and from the Attorney General and some of it may be confidential.	P		1		24	25	X	Some of this material is exempt from the Public Records Act pursuant to Attorney-Client privilege. This series grows at a rate of 2 cu. ft./yr. As soon as notice is received that a case has been concluded, the file is set aside for storage at SRC. Chief Counsel has determined that these files may be needed for future litigation for up to 25 years. Retention decision by Chief Counsel.

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(37)	(38)	(39)	(40)			OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		(48)
LE-5	57		<u>Administrative Records</u> -These files are refugees from another file series [usually permits (line LU-5) or LCPs (line LU-1)] which have been organized, indexed, and reprinted, and submitted to a court.	P				25	25		Active until transferred to A.G. and maintained by Dept. of Justice. Retention to be reviewed by Chief Counsel.
LE-7	124		<u>Recorded Documents</u> -Materials recorded permanently against the deeds of property to fulfill permit conditions. Related to the associated permit files and filed by permit number but processed by legal unit staff.	P		100			100		These materials have permanent value for compliance & implementation purposes and are used regularly when questions arise. Commission conditions regulated by Legislature. (Part of permit file.)
LE-8	22		<u>Legal Working Files</u> -Materials contained in staff files relating to work assignments.	P		1	1		2	X	Some of these materials are exempt from the Public Records Act pursuant to Attorney-client privilege and other privileges. Documents duplicative of materials in other agency files will not be retained as part of working files. Non-records including materials circulated or compiled for general reference, working drafts, and informal staff notes, will not be subject to retention. All non-confidential material will be recycled.
LE-9	19		<u>Appeals to Secretary of Commerce</u> -Official documents filed, submitted or received in the course of appeals of Commission consistency actions to the Secretary of Commerce.	P		5	10		15		Appeals are handled by Commission legal staff with assistance from A.G., so documents are compiled in-house. Decisions of Secretary of Commerce will be retained in consistency files for the period specified for those files. Non-confidential material will be recycled. Only source of reference other than Dept. of Commerce in Washington, D.C.

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
LE-10	17		<u>Affordable Housing</u> -Documents relating to permit conditions securing affordable housing.	P		5	95		100		These materials have permanent value for compliance and implementation purposes, and are used with some regularity when questions arise. Retention decision by Chief Counsel.
LE-11	39		<u>In-Lieu Fees</u> . Documents relating to permit conditions resulting in payment of in lieu fees.	P		5	95		100		The materials have permanent value for compliance and implementation purposes, and are used regularly when questions arise. Retention decision by Deputy Director.
			<u>MAPPING/GIS</u> <i>★ See notes</i>								
MG-1	949	NOTIFY ARCHIVES	<u>Mapping Files</u> -Maps of areas of Coastal Zone depicting resources, land uses, zoning, etc. Some created by Coastal staff and others by other agencies.	P		100			100		These maps are used as resources or references for land use & regulatory decisions. Retention decision by Deputy Director.
MG-2	18	NOTIFY ARCHIVES	<u>Post-Cert. Jurisdiction</u> -Information used to prepare maps of the areas of jurisdiction of the Commission and local gov. after certification of the LCP.	P		100			100		Retention decision by Deputy Director. The maps of Post-Cert. Jurisdiction are part of the permanent LCP file.
MG-3	72	NOTIFY ARCHIVES	<u>Boundary Adjustments & Boundary Determinations</u> -The legislature gave the Commission limited authority to adjust the geographic boundary of its authority. Individuals often request the Commission to determine the exact boundary or to move the boundary. A file is established for each request. Files include correspondence,	P		100			100		Retention decision by Energy Division Manager. If the Commission adjusts the boundary, the file must be retained as evidence of the legislative history. All material is non-confidential.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)			(43)	(44)	(45)	(46)		(48)
			staff reports and technical data such as assessor parcel data.								
			<u>NORTH CENTRAL COAST - SAN FRANCISCO</u>								
NCC-1	16	NOTIFY ARCHIVES	<u>Chron.</u> -Correspondence from the North Central Coast	P		1	4	5	10		Retention decision by District Director. Material is non-confidential and should be recycled.
NCC-2	37		<u>Subject Library</u> -A combination of books and file folders containing general reference material.	P		active			active		Retention decision by District Director. Contents of this library are reviewed each July (or thereafter) during the process of planning new acquisitions.
NCC-3	85	NOTIFY ARCHIVES	LCP's-Correspondence, environmental documents, maps, data, photos, special studies and Comm. staff reports.	P		1	5	94	100		Legislation requires Comm. Review of each LCP every 5 years. Because the agency has lacked resources to implement LCP review program for all jurisdictions these records should be retained for future program review and policy evaluation. Retention decision by Deputy Director.
NCC-4	528	NOTIFY ARCHIVES	<u>Permits & Appeals</u> -A file for each project proposed in the coastal zone (including projects appealed from the local gov't level.). These files include: application forms, appeal forms (if applicable), staff reports, correspondence, plans, photos and/or slides, and technical reports (such as geology reports).	P		5		95	100		Retention period to be decided by Deputy Director. Generally permit conditions are effective for 21 years, but they may be amended at any time even beyond 25 years and enforcement questions may arise at any time. Files are re-activated by amendment. The Commission has adopted a 75-yr "economic lifespan" for projects in its jurisdiction, but some projects (such as subdivisions) have indefinite lifespans.

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			appeal forms (if applicable), staff reports, correspondence, plans, photos and/or slides, and technical reports (such as geology reports).								arise at any time. Files are re-activated by amendment. The Commission has adopted a 75-yr "economic lifespan" for projects in its jurisdiction, but some projects (such as subdivisions) have indefinite lifespans.
NC-9	64	NOTIFY ARCHIVES	Post Cert. Permits. A file for each coastal permit processed by the local government after transfer of permit authority pursuant to certification of the LCP. Files contain notices from the local government of pending projects, copies of staff reports, and environmental documents. The appealable projects are separated from the non-appealable. When the local government sends a notice of final action, the appealable files are put on a "roster" of pending appeals, if appealed, copies of the post cert file are included in the appeal file above (item NC-4).	P		10		90	100		Retention decision by District Manager. These are coastal permits and subjected to later amendment at any time. Their main use will be to analyze the implementation of the LCP during periodic reviews. Note: This item number (NC-8) for Post Cert. Permits replaces the item number for Personnel records that was listed on the 2002 schedule. Those records are no longer kept by North Coast as they were incorporated into item number A-2 at that time.
NC-10	1		Exemptions. Copies of letters exempting projects not requiring permits.	P		30		70	100		Retention decision by District Manager. Exemption history is important to retain for decision as to whether related future project modifications require permit amendments.
NC-11	1	NOTIFY ARCHIVES	Categorical Exclusion Notices. Copies of notices of projects excluded from coastal permit requirements by categorical exclusion orders. Separate files are kept for each local jurisdiction.	P		10		90	100		Retention decision by District Manager. Their main use will be to analyze the implementation of the LCP during periodic reviews.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)			(43)	(44)	(45)	(46)		(48)
NC-12	15	NOTIFY ARCHIVES	Timber Harvest Plans. Copies of THPs distributed by Calif. Dept of Forestry for timber harvesting within the coastal zone plus any comment letters sent by Commission staff.	P		30		70	100		Retention decision by District Manager. These THPs are useful to understand development history for reviewing related coastal development permit applications. Material is non-confidential wastepaper and should be recycled.
NC-13	2	NOTIFY ARCHIVES	Emergency Permits. Files containing all of the emergency permit applications and permits for each year are kept.	P		30		70	100		Retention decision by District Manager. Emergency permits are usually required to be followed up with regular permit applications and are an important part of the permit history or development sites. Some developments have indefinite life spans.
			<u>PUBLIC EDUCATION</u>								
PE-1	75	NOTIFY ARCHIVES	Public Education General: Correspondence, frequently requested information, reports, educational materials, promotional pieces, etc. Files arranged by topic.	P		1	4		5		Retention decision by Public Education Manager or Chief Deputy Director: material is non-confidential waste paper and should be recycled where possible.
PE-2	30	NOTIFY ARCHIVES	Coastal Clips. A compilation of newspaper clippings.	P		5	5	*	10		At least every 5 years retention decision by Chief Deputy Director. *Note: Clips will go to State Archives not State Records Center
PE-3	4	NOTIFY ARCHIVES	Coastline & Coastal News Publications (newsletters & brochures) prepared by the public information staff	P		5	25		30		At least every 5 years retention decision by Chief Deputy Director. *Note: Coastline & Coastal News will go to State Archives not State Records Center.

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE
STATE RECORDS PROGRAM

(35) CalRIM APPROVAL NUMBER										(36)	
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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
PE-5	44	NOTIFY ARCHIVES	Whale Tail Grants: A file for each grant applicant including applications, contracts, invoices and reports. Coastal Commission approvals. Funded by Whale Tail License Plate sales.	P		1	4		5		Retention decision by Public Education Manager or Chief Deputy Director. Material is non-confidential, mostly wastepaper, and should be recycled where possible.
PE-6	52		Liability Waiver Forms: A waiver of liability and assumption of risk form signed by each participant in California Coastal Cleanup Day and other public participation events.	P		3	22		25		Waiver provides increased protection if a participant sues the Commission for injuries. Suit must be filed within 3 years of discovery of injury.
PE-7	9	NOTIFY ARCHIVES	Public Education DVD, Video & Audiotapes: Public Service Announcements, tapes of news coverage of events, educational and promotional dvd, video and audiotapes.	M D V D		1	4		5		Retention decision by Public Education Manager or Deputy Director: reuse or recycle where possible.
SAN DIEGO COAST											
SD-1	1082	NOTIFY ARCHIVES	Permits & Appeals-A file for each project proposed in the coastal zone (including projects appealed from the local gov't level). These files include: application forms, appeal forms (if appealed), staff reports, plans, photos and/or slides, correspondence and technical reports (such as geology reports).	P		5		95	100		Retention period to be decided by Deputy Director. Generally permit conditions are effective for 21 years, but they may be amended at any time even beyond 25 years and enforcement questions may arise at any time. Files are re-activated by amendment. The Commission has adopted a 75-yr "economic lifespan" for projects in its jurisdiction, but some projects (such as subdivisions) have indefinite lifespans.

*Provide total of office and departmental

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ITEM NO.	CUBIC FEET*	CA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORD (Double spaces between items)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)			(43)	(44)	(45)	(46)		
SD-3	9	NOTIFY ARCHIVES	Correspondence-Copies of memos and letters to & from San Diego Coast Office, policy memos and management directives.	P		5		5	10		Retention decision by Deputy Director. Material is non-confidential and should be recycled.
SD-4	1		Administrative-Permit fees	P		1	4 (SF)		5		Retention decision by Deputy Director.
SD-5	0		Meeting tapes-(Regional) Prior to July 1, 1981 there were 6 independent "Regional Comm." These are the tape recordings for the San Diego Coast Regional Commission's meetings.	M		5		20	25		Retention period determined by Chief Deputy Director. Tapes will be rerecorded after 20 years to preserve quality. Meeting tapes prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
SD-5.1	3		Meeting Tapes (State) Recordings of the San Diego portion of Commission meetings since 1981.	M		5		20	25		Retention period determined by Chief Deputy Director. Tapes will be rerecorded after 20 years to preserve quality. Since 2007 the Commission hearings are stored on DVD computer use media.
SD-6	10		Agendas & Minutes-Prior to July 1, 1981 there were 6 independent "Regional Comm." These are the agendas & minutes for the San Diego Coast Regional Commission's meetings and statewide since 1981.	P		100			100		Keep for long-term statistical reports and as required by Chief Counsel. Paper copies may be destroyed/-recycled as soon as they are microfilmed. Since 1995 agendas are now on Commission website. Since November 2005, Commission staff reports are now online along with Commission agendas. One copy is required to be kept by Chief Counsel. We keep +/- 2 c.u. feet of extra copies of recent minutes on hand to fill

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE
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(35) CalRIM APPROVAL NUMBER											(36) PAGE 31 OF 54
ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
											request from the public. Agendas and minutes prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
SD-7	7		<u>Meeting Packets (Regional)</u> -Copies of all materials distributed to the Regional Comm. for a particular meeting.	P		100			100		Used in preparation of Administrative Records and for historical research legal & procedural history on Commission actions. If usage warrants, packets may be microfilmed. Retention decision by Chief Counsel. Meeting packets prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
SD-7.1	4		<u>Meeting Packets (State)</u> -Copies of all materials distributed to the Statewide Commission since 1981.	P		100			100		Used in preparation of Administrative Records and for historical research legal & procedural history on Commission actions. If usage warrants, packets may be microfilmed. Retention decision by Chief Counsel.
SD-8	135		<u>Subject Library & Reference</u> -A combination of books & file folders containing general reference materials organized by topic. Notebooks, bound publications containing local government codes / regulations, environmental reports from various sources, handbooks/manuals relating to varied coastal issues, and	P		active			active		Retention decision by Deputy Director. Contents of this library are reviewed each July (or thereafter) during the process of planning new acquisitions. Some of these materials are non-records.

*Provide total of office and departmental

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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			multiple copies of such documents.								
			<u>SOUTH CENTRAL COAST</u> <u>- VENTURA</u>								
V-1	9	NOTIFY ARCHIVES	<u>Chron.</u> -Correspondence from the South Central Coast staff.	P		5		5	10		Retention decision by District Director. Material is non-confidential and should be recycled.
V-2	154		<u>Subject Library</u> -A combination of books and file folders containing general reference material, organized by subject.	P		active			active		Retention decision by Deputy Director. The contents of this library are reviewed each July (or thereafter) during the process of planning new acquisitions. This category expands at a rate of about 10 cf/yr.
V-3	515	NOTIFY ARCHIVES	<u>LCP</u> - Correspondence, environmental documents, maps, data, photos, special studies and Comm. staff reports.	P		1	5	94	100		Legislation requires Comm. Review of each LCP every 5 years. Because the agency has lacked resources to implement LCP review program for all jurisdictions these records should be retained for future program review and policy evaluation. Retention decision by Deputy Director.
V-4	82		<u>Packets, Agendas, Minutes</u> -Packets=Copies of all materials distributed to the Commission for a particular meeting including staff reports, and related correspondence, Agendas of Commission Meetings, Minutes provide a summary of the meetings.	P		100			100		<u>Packets</u> : Used in preparation of Administrative Records and for historical research legal & procedural history on Commission actions. If usage warrants, packets may be microfilmed. Retention decision by Chief Counsel. Meeting packets prior to July 1981 are originals as they pertain to what was the

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(35) CalRIM APPROVAL NUMBER										(36) PAGE 33 OF 54	
ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
V-7	17		Administration-Permit Fees	P		1	4 (SF)		5	X	Retention decision by Deputy Director.
V-8	1139	NOTIFY ARCHIVES	Permits & Appeals-A file for each project proposed in the coastal zone (including projects appealed from the local gov't level). These files include: application forms, appeal forms (if applicable), staff reports, correspondence, plans, photos and/or slides, and technical reports (such as	P		5		95	100		Retention period to be decided by Unit Manager. Generally permit conditions are effective for 21 years, but they may be amended at any time even beyond 25 years and enforcement questions may arise at any time. Files are re-activated by amendment. The Commission has adopted a 75-yr "economic lifespan" for projects in its jurisdiction, but some

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RECORDS RETENTION SCHEDULE
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(35) CalRIM APPROVAL NUMBER											(36) PAGE 34 OF 54
ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			geologic reports).								projects (such as subdivisions) have indefinite lifespans.
V-8.5	35	NOTIFY ARCHIVES	Post-Cert. Permits-A file for each coastal permit processed by the local government after transfer of permit authority pursuant to certification of the LCP. Files contain notices from the local government of pending projects, copies of staff reports, and environmental docs. The appealable projects are separated from the non-appealable. When the local government sends a notice of final action, the appealable files are put on a "roster" of pending appeals, if appealed, copies of the postcert file are included in the appeal file above.	P		5		95	100		Retention decision by Deputy Director. These are coastal permits and subject to later amendment at any time. Their main use will be to analyze the implementation of the LCP during periodic reviews.
V-9	8		<u>Tapes of Commission Meetings</u>	M		5		20	25		Retention period determined by Chief Deputy Director. Tapes will be rerecorded after 20 years to preserve quality. Since 2007 the Commission hearings are stored on DVD computer use media. Meeting tapes prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
V-11	170	NOTIFY ARCHIVES	<u>Maps</u> -A collection of oversized maps and aerial photographs.			Active			Active		Retention decision by Deputy Director. Current and historical documents will be permanently retained.

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(35) CalRIM APPROVAL NUMBER										(36)	
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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			<u>SOUTH COAST – LONG BEACH</u>								
LB-1	10		<u>Administration</u> -Permit fees	P		1	4 (SF)		5	X-I	Retention decision by Deputy Director.
LB-2	6		<u>Agendas</u> of Commission Meetings & Regional Commission Meetings (prior to July '81). Stored in binders and annotated with results of each item.	P		100			100		Keep for long-term statistical reports and as required by Chief Counsel. Paper copies may be destroyed / recycled as soon as they are microfilmed. Since 1995 agendas are now on Commission website. Since November 2005, Commission staff reports are now online along with Commission agendas. Agendas prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
LB-3	20		<u>Minutes</u> of Regional Commission meetings. Prior to July '81 there was an independent South Coast Regional Commission. These are the official minutes of that Commission's meetings.	P		100			100		One copy is required to be kept by Chief Counsel. We keep +/- 2 c.u. feet of extra copies of recent minutes on hand to fill request from the public. Minutes prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
LB-4	1		<u>Packets</u> -All materials distributed to the Commission for a particular meeting, including staff reports & correspondence on each agenda item.	P		100			100		Used in preparation of Administrative Records and for historical research legal & procedural history on Commission actions. If usage warrants, packets may be microfilmed. Retention decision by Chief Counsel. Meeting packets prior to July 1981 are

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
											originals as they pertain to what was the independent regional commission at that time.
LB-5	6		Meeting tapes-Recordings of Commission meetings and Reg'l Commission meetings.	M		5		20	25		Retention period determined by Chief Deputy Director. Tapes will be rerecorded after 20 years to preserve quality. Since 2007 the Commission hearings are stored on DVD computer use media. Tapes prior to July 1981 are originals as they pertain to what was the independent regional commission at that time.
LB-8	4	NOTIFY ARCHIVES	Subject-Correspondence to & from South Coast staff.	P		5		5	10		Retention decision by District Director. Material is non-confidential and should be recycled.
LB-9	68		Library-Books, newspaper clippings, files on energy activities, and other reference material.	P		5			5		Retention decision by District Director. Contents of this library are reviewed each July (or thereafter) during the process of planning new acquisitions.
LB-10	128	NOTIFY ARCHIVES	LCP- Correspondence, environmental documents, maps, data, photos, special studies and Comm. staff reports.	P		1	5	94	100		Legislation requires Comm. Review of each LCP every 5 years. Because the agency has lacked resources to implement LCP review program for all jurisdictions these records should be retained for future program review and policy evaluation. Retention decision by Deputy Director.
LB-11	788	NOTIFY ARCHIVES	Permits & Appeals-A file for each project proposed in the coastal zone (including projects appealed from the local gov't level). These files include: application forms,	P		5		95	100		Retention period to be decided by Deputy Director. Generally permit conditions are effective for 21 years, but they may be amended at any time even beyond 25 years and enforcement questions may

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(35) CalRIM APPROVAL NUMBER										09-1831		(36) PAGE 37 OF 54
ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
			appeal forms (if applicable), staff reports, correspondence, plans, photos and/or slides, and technical reports (such as geological reports).								arise at any time. Files are re-activated by amendment. The Commission has adopted a 75-yr "economic lifespan" for projects in its jurisdiction, but some projects (such as subdivisions) have indefinite lifespans.	
LB-11.5	100	NOTIFY ARCHIVES	Post-Cert. Permits-A file for each coastal permit processed by the local government after transfer of permit authority pursuant to certification of the LCP. Files contain notices from the local government of pending projects, copies of staff reports, and environmental docs. The appealable projects are separated from the non-appealable. When the local government sends a notice of final action, the appealable files are put on a "roster" of pending appeals, if appealed, copies of the postcert file are included in the appeal file above.	P		2		98	100		Retention decision by Deputy Director. These are coastal permits and subject to later amendment at any time. Their main use will be to analyze the implementation of the LCP during periodic reviews.	
			STATEWIDE PLANNING									
SP-1	80	NOTIFY ARCHIVES	LCP-Correspondence, environmental documents, maps, data, photos, special studies and Comm. staff reports.	P		1	5	94	100		Legislation requires Comm. Review of each LCP every 5 years. Because the agency has lacked resources to implement LCP review program for all jurisdictions these records should be retained for future program review and policy evaluation. Retention decision by Deputy Director.	

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ITEM NO.	CUBIC FEET*	CA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORD (Double spaces between items)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS
(37)	(38)	(39)	(40)			OFFICE	DEPT.	SRC	TOTAL		(48)
						(43)	(44)	(45)	(46)		
SP-2	9	NOTIFY ARCHIVES	LCP Grants-A file for each local gov't including all grant applications, correspondence, staff analysis, Commission findings. These files are used to allocate Federal or State grant funds to local governments.	P		1	4	10	15		The entire grant's history for the jurisdiction is included in the active file. The files will be retained for 8 years to support grant activities and then the material (which is non-confidential) can be recycled.
SP-3	0	NOTIFY ARCHIVES	SB-90-Many local gov'ts submit claims to the State Controller under SB90 to cover costs of preparing a mandated LCP. The Coastal Commission reviews these claims and makes recommendations to the Controller.	P		1	4	10	15		The files are the state equivalent of the "LCP Grant" files above.
SP-4	160	NOTIFY ARCHIVES	Staff reports on permits and Appeals: A copy of the staff report on all permits or appeals of Regional Commission or local permit decisions filed in binders by the permit or appeal number.	P		10		90	100		The Coastal Commission requires the Commission to consider all previous actions as possible precedents for future permits and LCPs. Other Commission programs such as enforcement and planning and program evaluation rely on review of past actions. Frequently these programs require access to permit actions decades old. These files include pre 1981 state appeal actions and all post 1981 permit and appeal reports statewide.
SP-5	14	NOTIFY ARCHIVES	Permits-Individual project files including application form, staff reports, approved plans, correspondence, technical	P		2		98	100		Retention period to be decided by Unit Manager. Generally permit conditions are effective for 21 years, but they may be amended at any time even beyond 25

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(37) ITEM NO.	(38) CUBIC FEET*	(39) CA STATE ARCHIVES USE ONLY	(40) TITLE AND DESCRIPTION OF RECORD (Double spaces between items)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	(48) REMARKS
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			reports, etc. These files include regulatory actions (projects of statewide significance) that were filed and processed out of the headquarters office.								years and enforcement questions may arise at any time. Files are re-activated by amendment. The Commission has adopted a 75-yr "economic lifespan" for projects in its jurisdiction, but some projects (such as subdivisions) have indefinite lifespans.
SP-7	31	NOTIFY ARCHIVES	Conservancy Projects-Projects by the State Coastal Conservancy are treated like "permits" above, but have a different numbering sequence.	P		2		98	100		Retention period to be decided by Unit Manager. Generally permit conditions are effective for 21 years, but they may be amended at any time even beyond 25 years and enforcement questions may arise at any time. Files are re-activated by amendment. The Commission has adopted a 75-yr "economic lifespan" for projects in its jurisdiction, but some projects (such as subdivisions) have indefinite lifespans.
SP-10	8	NOTIFY ARCHIVES	Appeals-Before July 1981 the State Commission (now the only Commission) acted on appeals from decisions of "Regional Coastal Commissions" on permits. These files contain the same types of materials as permit files plus an appeal form.	P			5	95	100		Retention period decided by Unit Manager. These files are the same as SP-5 permits. Individual project files including permit application and appeal form, staff reports, approved plans, correspondence, technical reports, etc. These files include regulatory actions (appeals from Regional Commission and projects of statewide significance) that were filed and processed out of the headquarters office. Generally permit conditions are effective for 21 years, but they can be amended at any time even beyond 25 years and enforcement questions may arise at any time. Files are reactivated by amendment. The Commission has adopted a 75-year "economic lifespan" for projects in its

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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
											jurisdiction, but some projects (such as subdivisions) have indefinite lifespans.
SP-11	5	NOTIFY ARCHIVES	<u>Chron.-Correspondence from the Land Use staff arranged in chronological order.</u>	P		1	9		10		This material is non-confidential paper and should be recycled after 10 years.
SP-12	41	NOTIFY ARCHIVES	<u>Subject Files: Reports, memoranda, research, guidance documents, correspondence, reference materials arranged by topic.</u>	P		1	9	15	25		Retention decision by Unit Manager. The statewide planning unit is called on to provide planning assistance and policy guidance to district and local staff. These files contain important background material used to evaluate policy development and program implementation. Destruction method: the material is non-confidential waste paper and should be recycled.
SP-14	65	NOTIFY ARCHIVES	<u>Coastal Plan-Background files from preparation of the Coastal Plan. Used as reference in preparation of many LCPs. Material includes various texts, correspondence, resolutions from local governments and regional Commissions.</u>	P			5	95	100		The plan was finished in 1975 although some files contain correspondence from 1976. Files may contain historical baseline data needed for program evaluation. Retention period based on LCPs (Refer to SP-1.)
SP-15	30	NOTIFY ARCHIVES	<u>COAP (Comprehensive Ocean Area Plan) Historical files leading to the development of the pre-Coastal Commission COAP Plan. These files contain 2 comprehensive sets of aerial slides of the entire coast taken in different years. The files contain reference material that could help to document changes over time of the physical development of the</u>	P	X		100	*	100		The COAP Project was completed in 1972. Files may contain historical baseline data needed for program evaluation (SP-1). *Note: Records will go to the State Archives, not the State Records Center.

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(35) CalRIM APPROVAL NUMBER											(36)
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ITEM NO. (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORD (Double spaces between items) (40)	(41) MEDIA	(42) VITAL	RETENTION				PRA (Exempt) & IRA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			coast and the development of coastal management policy.								
SP-16	42	NOTIFY ARCHIVES	Statewide Planning Files: These records include files of special statewide planning projects that include Regional Cumulative Assessments, special statewide policy studies and evaluations, policy guidance, training and local assistance documents, federal 309 enhancement grant projects and performance measurement assessments under the Coastal Zone Management Act Performance Measurement System (CZMAPMS; Indicators Project). These files include statewide data and analysis documenting policy development and implementation. They should be retained for a significant time in order to allow comparative analysis and documentation of resource changes over time and future analysis of statewide land use planning and program evaluation.	P/ M/ RM		1	10	89	100		Retention decision by Unit Manager.
SP-17	3		CEQA Notices: These records include the original notices filed with the Secretary of Natural Resources required to comply with CEQA for the Commission planning and regulatory program and notices received from the State clearinghouse.	P		1	9	15	25		Retention decision by Unit Manager.

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			<u>TECHNICAL SERVICES</u>								
TS-4	22	NOTIFY ARCHIVES	Subject-Files on particular subjects such as biology, beach nourishment, or shoreline erosion.	P		1	9		10		Retention decision by Deputy Director. Used as a reference for creating maps in MG-1 and MG-2.
			<u>WATER QUALITY / NONPOINT POLLUTION</u>								
WQ-1	2	NOTIFY ARCHIVES	Historical correspondence and reports related to development and federal approval of the California Nonpoint Source Program plan.	P		20	10	10	40		Retention decision by Water Quality Manager. Destruction: Material is non-confidential wastepaper and should be recycled.

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09-183

SUMMARY OF CHANGES

Previous RRS	Previous Item #	Unit	New Item #	Status of Item
		<u>ACCESS PROGRAM</u>		
RRS: 02-203	XS-2		NA	Item XS-2 discontinued. These were working files of record item XS-3 documents.
NA	NA		XS-4	New records item on this schedule.
NA	NA		XS-5	New records item on this schedule.
NA	NA		XS-6	New records item on this schedule.
NA	NA		XS-7	New records item on this schedule.
NA	NA		XS-8	New records item on this schedule.
NA	NA		XS-9	New records item on this schedule.
NA	NA		XS-10	New records item on this schedule.
		<u>ADMINISTRATION</u>		Discontinued unit designation.
RRS: 02-203	A-1		AA-1 – AA-6	A-1 incorporated into new records series item numbers AA-1 through AA-6 under the Administration Accounting unit on this schedule.
RRS: 02-203	A-1.1		AA-6	A-1.1 incorporated into new records series item number AA-6 under the Administration Accounting unit on this schedule.
RRS: 02-203	A-2		AHR-1	A-2 incorporated into new records item number AHR-1 under the Administration Human Resource Services unit on this schedule.
RRS: 02-203	A-3		ABS-1	A-3 incorporated into new records series item ABS-1 under the Administration Business Services unit on this schedule.
RRS: 02-203	A-4		AB-1	A-4 incorporated into new records item AB-1 under the Administration Budgets unit on this schedule.
RRS: 02-203	A-5		AHR-2	A-5 incorporated into new records item number AHR-2 under the Administration Human Resource Services unit on this schedule.

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RRS: 02-203	A-6		AHR-3	A-6 incorporated into new records item number AHR-3 under the Administration Human Resource Services unit on this schedule.
RRS: 02-203	A-7		AHR-4	A-7 incorporated into new records item number AHR-4 under the Administration Human Resource Services unit on this schedule.
RRS: 02-203	A-8		ABS-2	A-8 incorporated into new records series item ABS-2 under the Administration Business Services unit on this schedule.
RRS: 02-203	A-9		ABS-3	A-9 incorporated into new records series item ABS-3 under the Administration Business Services unit on this schedule.
RRS: 02-203	A-10		ABS-4	A-10 incorporated into new records series item ABS-4 under the Administration Business Services unit on this schedule.
RRS: 02-203	A-11		ABS-5	A-11 incorporated into new records series item ABS-5 under the Administration Business Services unit on this schedule.
		<u>ADMINISTRATION ACCOUNTING</u>		New unit designation added to records retention schedule.
RRS: 02-203	A-1	(Records were formerly listed under Administration)	AA-1 – AA-6	A-1 incorporated into new records series item numbers AA-1 through AA-6 under the Administration Accounting unit.
RRS: 02-203	A-1.1	(Records were formerly listed under Administration)	AA-6	A-1.1 incorporated into new record item AA-6 under the Administration Accounting unit.
		<u>ADMINISTRATION BUSINESS SERVICES</u>		New unit designation added to records retention schedule.
RRS: 02-203	A-3	(Records were formerly under Administration)	ABS-1	A-3 incorporated into new records series item ABS-1 under the Administration Business Services unit.
RRS: 02-203	A-8	(Records were formerly under Administration)	ABS-2	A-8 incorporated into new records series item ABS-2 under the Administration Business Services unit.
RRS: 02-203	A-9	(Records were formerly under Administration)	ABS-3	A-9 incorporated into new records series item ABS-3 under the Administration Business Services unit.
RRS: 02-203	A-10	(Records were formerly under Administration)	ABS-4	A-10 incorporated into new records series item ABS-4 under the Administration Business Services unit.

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RRS: 02-203	A-11	(Records were formerly under Administration)	ABS-5	A-11 incorporated into new records series item ABS-5 under the Administration Business Services unit.
		<u>ADMINISTRATION BUDGETS</u>		New unit designation added to records retention schedule.
RRS: 02-203	A-4	(Records were formerly under Administration)	AB-1	A-4 incorporated into new records item AB-1 under the Administration Budgets unit.
		<u>ADMINISTRATION HUMAN RESOURCE SERVICES</u>		New unit designation added to records retention schedule.
RRS: 02-203	A-2	(Records were formerly listed under Administration)	AHR-1	A-2 incorporated into new records item number AHR-1 under the Administration Human Resource Services unit.
RRS: 02-203	A-5	(Records were formerly listed under Administration)	AHR-2	A-5 incorporated into new records item number AHR-2 under the Administration Human Resource Services unit.
RRS: 02-203	A-6	(Records were formerly listed under Administration)	AHR-3	A-6 incorporated into new records item number AHR-3 under the Administration Human Resource Services unit.
RRS: 02-203	A-7	(Records were formerly listed under Administration)	AHR-4	A-7 incorporated into new records item number AHR-4 under the Administration Human Resource Services unit.
		<u>ADMINISTRATIVE SUPPORT</u>		
RRS: 02-203	AS-5		NA	This records item is no longer used. Removed from schedule.
RRS: 02-203	AS-7		SP-5, SP-10, SP-14, SP-15	Removed from schedule. As noted on the 2002 records retention schedule this records item number is no longer used. The records were reassigned that time to items LU-5 (now SP-5), LU-10 (now SP-10), LU-14 (now SP-14), and LU-15 (now SP-15).
RRS: 02-203	AS-8		NA	This records item is no longer used. Removed from schedule.

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		<u>CENTRAL COAST - SANTA CRUZ</u>		
RRS: 02-203	CC-3		ENF-1	09-183d This item was previously associated to item LE-12 on the 2002 Records Retention Schedule. Records are kept in Central Coast but are incorporated into ENF-1 and overseen by Enforcement.
RRS: 02-203	CC-4		ENF-3	This item was previously associated to item LE-14 on the 2002 Records Retention Schedule. Records are kept in Central Coast but are incorporated into ENF-3 and overseen by Enforcement.
RRS: 02-203	CC-6		NA	Personnel files, FPPC Forms, travel expenses, supply orders of record item CC-6 "Administrative" were incorporated into the Administrative series on the 2002 Records Retention Schedule.
NA	NA		CC-12	New item CC-12 added to this retention schedule.
		<u>DATA PROCESSING</u>		Discontinued unit designation.
RRS: 02-203	DP-1		IT-1	DP-1 transferred into new records series item number IT-1 under Information Technology (Data Processing) unit on this schedule.
RRS: 02-203	DP-2		IT-2	DP-2 transferred into new records series item number IT-2 under Information Technology (Data Processing) unit on this schedule.
RRS: 02-203	DP-3		IT-3	DP-3 transferred into new records series item number IT-3 under Information Technology (Data Processing) unit on this schedule.
RRS: 02-203	DP-4		IT-4	DP-4 transferred into new records series item number IT-4 under Information Technology (Data Processing) unit on this schedule.
		<u>ENERGY, OCEAN RESOURCES, and FEDERAL CONSISTENCY</u>		Note: Unit was formerly entitled Energy, Ocean Resources, and Water Quality on the last records retention schedule.
RRS: 02-203	EN-09	(Records were formerly listed under Energy, Ocean Resources, and Water Quality)	TS-3	EN-09 was removed from this schedule. Item was transferred to TS-3 as noted on the previous records retention schedule.

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RRS: 02-203	EN-11	(Records were formerly listed under Energy, Ocean Resources, and Water Quality)	NA	EN-11 is a discontinued record series and was removed from this schedule.
NA	NA		EN-17	New item on this record retention schedule.
NA	NA		EN-18	New item on this record retention schedule.
		<u>ENFORCEMENT</u>		New unit designation added to this records retention schedule.
RRS: 02-203	LE-12, LU-8, CC-3, V-5, LB-12, SD-9		ENF-1	New item on this records retention schedule. This item incorporates records that pertained to the following item numbers on the 2002 Records Retention Schedule: LE-12, LU-8, CC-3, V-5, LB-12, SD-9. Records are stored in district offices but overseen by Enforcement.
RRS: 02-203	LE-13		ENF-2	New item on this records retention schedule. This item incorporates records that pertained to the following item number on the 2002 Records Retention Schedule: LE-13.
RRS: 02-203	LE-14, LU-9, CC-4, V-6, LB-13		ENF-3	New item on this records retention schedule. This item incorporates records that pertain to the following item numbers on the 2002 Records Retention Schedule: LE-14, LU-9, CC-4, V-6, LB-13. Records are stored in district offices but overseen by Enforcement.
NA	NA		ENF-4	New item on this records retention schedule.
NA	NA		ENF-5	New item on this records retention schedule. Records are stored in district offices but overseen by Enforcement.
NA	NA		ENF-6	New item on this records retention schedule.
		<u>INFORMATION TECH - C.R.I.C. / LIBRARY</u>		New unit designation added to records retention schedule.
RRS: 02-203	PI-4	(Records were formerly under Public Education)	CL-1	PI-4 transferred from Public Education to Information Technology-C.R.I.C. Library as new item CL-1 on this records retention schedule.

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		<u>INFORMATION TECHNOLOGY (DATA PROCESSING)</u>		New unit designation added to this records retention schedule.
RRS: 02-203	DP-1	(Records were formerly under Data Processing)	IT-1	DP-1 transferred into new records series item number IT-1 under Information Technology (Data Processing) unit on this schedule.
RRS: 02-203	DP-2	(Records were formerly under Data Processing)	IT-2	DP-2 transferred into new records series item number IT-2 under Information Technology (Data Processing) unit on this schedule.
RRS: 02-203	DP-3	(Records were formerly under Data Processing)	IT-3	DP-3 transferred into new records series item number IT-3 under Information Technology (Data Processing) unit on this schedule.
RRS: 02-203	DP-4	(Records were formerly under Data Processing)	IT-4	DP-4 transferred into new records series item number IT-4 under Information Technology (Data Processing) unit on this schedule.
NA	NA		IT-5	New item on this records retention schedule.
NA	NA		IT-6	New item on this records retention schedule.
NA	NA		IT-7	New item on this records retention schedule.
NA	NA		IT-8	New item on this records retention schedule.
NA	NA		IT-9	New item on this records retention schedule.
NA	NA		IT-10	New item on this records retention schedule.
NA	NA		IT-11	New item on this records retention schedule.
NA	NA		IT-12	New item on this records retention schedule.
NA	NA		IT-13	New item on this records retention schedule.
NA	NA		IT-14	New item on this records retention schedule.
NA	NA		IT-15	New item on this records retention schedule.
NA	NA		IT-16	New item on this records retention schedule.

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		<u>LAND USE</u>		Discontinued unit designation.
RS: 02-203	LU-1		SP-1	LU-1 transferred to Statewide Planning as new item SP-1 on this records retention schedule.
RS: 02-203	LU-2		SP-2	LU-2 transferred to Statewide Planning as new item SP-2 on this records retention schedule.
RS: 02-203	LU-3		SP-3	LU-3 transferred to Statewide Planning as new item SP-3 on this records retention schedule.
RS: 02-203	LU-4		SP-4	LU-4 transferred to Statewide Planning as new item SP-4 on this records retention schedule.
RS: 02-203	LU-5		SP-5	LU-5 transferred to Statewide Planning as new item SP-5 on this records retention schedule.
RS: 02-203	LU-6		EN-3	LU-6 incorporated into Energy, Ocean Resources, and Federal Consistency record item EN-3.
RS: 02-203	LU-7		SP-7	LU-7 transferred to Statewide Planning as new item SP-7 on this records retention schedule.
RS: 02-203	LU-8		ENF-1	LU-8 transferred to Enforcement as new item ENF-1 on this records retention schedule.
RS: 02-203	LU-9		ENF-3	LU-9 transferred to Enforcement as new item ENF-3 on this records retention schedule.
RS: 02-203	LU-10		SP-10	LU-10 transferred to Statewide Planning as new item SP-10 on this records retention schedule.
RS: 02-203	LU-11		SP-11	LU-11 transferred to Statewide Planning as new item SP-11 on this records retention schedule.
RS: 02-203	LU-12		SP-12	LU-12 transferred to Statewide Planning as new item SP-12 on this records retention schedule.
RS: 02-203	LU-13		NA	Discontinued record item number.
RS: 02-203	LU-14		SP-14	LU-14 transferred to Statewide Planning as new item SP-14 on this records retention schedule.

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RS: 02-203	LU-15		SP-15	LU-15 transferred to Statewide Planning as new item SP-15 on this records retention schedule.
		<u>LEGAL</u>		
RS: 02-203	LE-12		ENF-1	LE-12 transferred from Legal to Enforcement as new item ENF-1.
RS: 02-203	LE-13		ENF-2	LE-13 transferred from Legal to Enforcement as new item ENF-2.
RS: 02-203	LE-14		ENF-3	LE-14 transferred from Legal to Enforcement as new item ENF-3.
		<u>MAPPING/GIS</u>		
RRS: 02-203	TS-1	(Records were formerly under Technical Services)	MG-1	TS-1 transferred from Technical Services to Mapping/GIS as new item MG-1 on this records retention schedule.
RRS: 02-203	TS-2	(Records were formerly under Technical Services)	MG-2	TS-2 transferred from Technical Services to Mapping/GIS as new item MG-2 on this records retention schedule.
RRS: 02-203	TS-3	(Records were formerly under Technical Services)	MG-3	TS-3 transferred from Technical Services to Mapping/GIS as new item MG-3 on this records retention schedule.
		<u>NORTH CENTRAL COAST – SAN FRANCISCO</u>		
RRS: 02-203	NCC-5		AS-1/AS-2	Item NCC-5 was incorporated into items AS-1 and AS-2 as referenced on the 2002 records retention schedule.
RRS: 02-203	NCC-7		AS-3	Item NCC-7 was incorporated into item AS-3 as referenced on the 2002 records retention schedule.
RRS: 02-203	NCC-8		AHR-1	Discontinued record item. The personnel records for Item NCC-8 that was listed on the 2002 retention schedule were incorporated into item number A-2 (now AHR-1) at that time and personnel records are no longer kept by North Coast.

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		<u>NORTH COAST – EUREKA</u>		
RRS: 02-203	NC-5		AS-1/AS-2	NC-5 was combined with item NCC-5 and transferred to items AS-1 and AS-2 as noted on the 2002 records retention schedule.
RRS: 02-203	NC-6		AS-4	NC-6 was combined with item NCC-6 and transferred to item AS-4 as noted on the 2002 records retention schedule.
RRS: 02-203	NC-7		AS-3	NC-7 was combined with item NCC-7 and transferred to item AS-3 as noted on the 2002 records retention schedule.
RRS: 02-203	NC-8		AHR-1	Discontinued record item. The personnel records for Item NC-8 that was listed on the 2002 retention schedule were incorporated into item number A-2 (now AHR-1) at that time and personnel records are no longer kept by North Coast.
NA	NA		NC-9	New records item on this schedule.
NA	NA		NC-10	New records item on this schedule.
NA	NA		NC-11	New records item on this schedule.
NA	NA		NC-12	New records item on this schedule.
NA	NA		NC-13	New records item on this schedule.
		<u>PUBLIC EDUCATION</u>		
RRS: 02-203	PI-2		PE-2	PI-2 has been renumbered as PE-2
RRS: 02-203	PI-3		PE-3	PI-3 has been renumbered as PE-3
RRS: 02-203	PI-4		CL-1	PI-4 transferred to the Information Technology-C.R.I.C. Library unit as new item CL-1 on this records retention schedule.

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		<u>SAN DIEGO COAST</u>		
RRS: 02-203	SD-4		NA	Personnel files, FPPC Forms, travel expenses, supply orders of record item SD-4 "Administrative" were incorporated into the Administrative series on the 2002 Records Retention Schedule.
RS: 02-203	SD-9		ENF-1	This item was previously associated to item LE-12 on the 2002 Records Retention Schedule. Records are kept in San Diego but are now associated with item ENF-1 for Violations Open or ENF-3 for Violations Closed and overseen by Enforcement.
		<u>SOUTH CENTRAL COAST - VENTURA</u>		
RS: 02-203	V-3.2		V-3	Discontinued record item. Item V-3.2 "Oversized Exhibits for LCPs" was a redundant category and was incorporated as part of LCP item V-3 "LCPs".
RS: 02-203	V-5		ENF-1	This item was previously associated to item LE-12 on the 2002 Records Retention Schedule. Records are kept in South Central Coast but are now incorporated into ENF-1 and overseen by Enforcement.
RS: 02-203	V-6		ENF-3	This item was previously associated to item LE-14 on the 2002 Records Retention Schedule. Records are kept in South Central Coast but are now incorporated into ENF-3 and overseen by Enforcement.
RRS: 02-203	V-7		NA	Personnel files, FPPC Forms, travel expenses, supply orders of record item V-7 "Administrative" were incorporated into the Administrative series on the 2002 Records Retention Schedule.
RS: 02-203	V-8.2		V-3, V-8, V-11	Discontinued record item. Any large exhibits are incorporated into the category they pertain to (LCP, Permit, or Maps.)
RS: 02-203	V-10		V-4	Item V-10 "Agendas and Minutes of Commission Meetings" was incorporated into item V-4 "Packets".

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		<u>SOUTH COAST – LONG BEACH</u>		
RRS: 02-203	LB-1		NA	Personnel files, FPPC Forms, travel expenses, supply orders of record item LB-1 "Administrative" were incorporated into the Administrative series on the 2002 Records Retention Schedule.
RS: 02-203	LB-6		NA	Discontinued record item.
RS: 02-203	LB-7		NA	Discontinued record item. Legislation record items transferred to San Francisco headquarters.
RS: 02-203	LB-12		ENF-1	This item was previously associated to item LE-12 on the 2002 Records Retention Schedule. Records are kept in South Coast but are now incorporated into ENF-1 and overseen by Enforcement.
RS: 02-203	LB-13		ENF-3	This item was previously associated to item LE-14 on the 2002 Records Retention Schedule. Records are kept in South Coast but are now incorporated into ENF-3 and overseen by Enforcement.
RS: 02-203	LB-14		LE-3	Discontinued record item. Referenced to record item LE-3 on the 2002 Records Retention Schedule.
RS: 02-203	LB-15		LE-5	Discontinued record item. Referenced to record item LE-5 on the 2002 Records Retention Schedule.
		<u>STATEWIDE PLANNING</u>		New unit designation added to this records retention schedule.
RS: 02-203	LU-1	(Records were formerly under Land Use.)	SP-1	LU-1 transferred from Land Use to Statewide Planning as new item SP-1 on this records retention schedule.
RS: 02-203	LU-2	(Records were formerly under Land Use.)	SP-2	LU-2 transferred from Land Use to Statewide Planning as new item SP-2 on this records retention schedule.
RS: 02-203	LU-3	(Records were formerly under Land Use.)	SP-3	LU-3 transferred from Land Use to Statewide Planning as new item SP-3 on this records retention schedule.
RS: 02-203	LU-4	(Records were formerly under Land Use.)	SP-4	LU-4 transferred from Land Use to Statewide Planning as new item SP-4 on this records retention schedule.
RS: 02-203	LU-5	(Records were formerly under Land Use.)	SP-5	LU-5 transferred from Land Use to Statewide Planning as new item SP-5 on this records retention schedule.
RS: 02-203	LU-7	(Records were formerly under Land Use.)	SP-7	LU-7 transferred from Land Use to Statewide Planning as new item SP-7 on this records retention schedule.

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RS: 02-203	LU-10	(Records were formerly under Land Use.)	SP-10	LU-10 transferred from Land Use to Statewide Planning as new item SP-10 on this records retention schedule.
RS: 02-203	LU-11	(Records were formerly under Land Use.)	SP-11	LU-11 transferred from Land Use to Statewide Planning as new item SP-11 on this records retention schedule.
RS: 02-203	LU-12	(Records were formerly under Land Use.)	SP-12	LU-12 transferred from Land Use to Statewide Planning as new item SP-12 on this records retention schedule.
RS: 02-203	LU-14	(Records were formerly under Land Use.)	SP-14	LU-14 transferred from Land Use to Statewide Planning as new item SP-14 on this records retention schedule.
RS: 02-203	LU-15	(Records were formerly under Land Use.)	SP-15	LU-15 transferred from Land Use to Statewide Planning as new item SP-15 on this records retention schedule.
NA	NA		SP-16	New records item on this schedule.
NA	NA		SP-17	New records item on this schedule.
		<u>TECHNICAL SERVICES</u>		
RS: 02-203	TS-1		MG-1	TS-1 transferred to Mapping/GIS unit as record item MG-1.
RS: 02-203	TS-2		MG-2	TS-2 transferred to Mapping/GIS unit as record item MG-2.
RS: 02-203	TS-3		MG-3	TS-3 transferred to Mapping/GIS unit as record item MG-3.
		<u>WATER QUALITY / NONPOINT POLLUTION</u>		New unit added to records retention schedule.
NA	NA		WQ-1	New item added to records retention schedule.

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 CALIFORNIA COASTAL COMMISSION

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CALIFORNIA COASTAL COMMISSION

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October 1, 2009

California Records and Information
Management Program (CalRIM)
Department of General Services
344 North 7th Street
Sacramento, CA 95814

09-1831

RE: Revised Records Retention Schedule for the California Coastal Commission

The California Coastal Commission has revised our Records Retention Schedule. We are forwarding the enclosed original and two copies of our new Records Retention Schedule to you for review and approval. Also enclosed is a Table of Contents showing the Item categories, Unit Titles, and page numbers for the units records listed in the Records Retention Schedule. Please note that we have placed the complete list of "Summary of Changes" at the end of the Records Retention Schedule.

If you have any questions or need additional information, please contact me by telephone at (415) 904-9446 or by email at pbeck@coastal.ca.gov.

Yours truly,

A handwritten signature in cursive script that reads "Patricia Beck".

Patricia Beck
Records Management Coordinator and
Chief, Human Resource Services
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105

Enclosures

cc: Al Wanger, CEA 1, Deputy Director, California Coastal Commission

October 15, 2009

- XS-10 PAIS Database (IT-1, -2, -3) p. 4 and 19 – Confirm that the files have been printed out and are to be entered into new system.

- o What is the new system and it should be on the schedule
- o Can Archives help with field development/restrictions

Response: PAIS stands for Permit Appeals Tracking System. The old system is not longer in use and copies were made from the old system to enter into the new system before it was shut down. The PAIS system is currently an Access database, but staff has plans to migrate the Access data into a different system (currently undecided) in the future.

- Minutes/Packets/Meeting Tapes/DVDs – Noted in Admin and on regional portions of the schedule.
 - o Do regional copies duplicate the Admin copy. Does Admin. have a complete copy of everything. If we pick up Admin. only will we be missing anything?
 - o (AS-4) What is being sent to the SRC for 20 years? Can the tapes/ copy of the DVD be sent to CSA?

Response: San Francisco office is assuming they have a complete copy of all minutes, packets, tapes and DVDs for the regional meetings held in the past, plus the current meeting format. I let her know we would flag the SF versions as the master and ask that she note the regional records as copies. They are going to review the media retention and process for AS-4

- P. 23 – GIS system
 - o The GIS system itself should be on the schedule

Response: They would like a separate meeting with ER Archivists to discuss all of their electronic records and how they can effectively maintain and transfer.

- sent to server
- P. 27 – Remarks on # PE-2, PE-3 Store on microfilm.
 - o Does the microfilm already exist, if so the originals should be sent to the Archives along with a copy of the microfilm
 - o What is being used in house the paper or microfilm
 - o Microfilm needs to be noted on the schedule

Response: Microfilm will be added to the schedule and originals will be sent to the Archives.

- P. 38 – SP-4 Digital e-packet?
 - o Is this currently being created?
- Response: Process is still in set-up mode.

- P. 40 SP-15 media is X – What is X? Change to paper and move x to column 42 as vital

- P. 41 SP-16 media RM – What is RM? Typo

AB